



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: School Superintendents, Charter School Directors, Business Managers, and Treasurers

From: Melissa K. Ambre, Director, Office of School Finance

Date: January 14, 2022

Subject: School Year 2021-2022 February Membership Count Date

Per Indiana Code 20-43-4-2, the spring membership count date of pupils enrolled in each school corporation and charter school is Tuesday, February 1. The Indiana Department of Education (IDOE) will use the spring membership count, as well as attendance data from September 18, 2021, through Tuesday, February 1, to determine the final count of virtual and nonvirtual students needed to calculate January to June 2022 Basic Grant distributions for school corporations and charter schools.

Additionally, IDOE will collect a full-time equivalency count of students from adult learner charter schools. The full-time equivalency count will be used to calculate January to June 2022 Adult Learner funds for the applicable charter schools.

Although membership data will be collected in both the STN Application Center and Data Exchange, for purposes of funding, IDOE will pull final membership and full-time equivalency counts from Data Exchange to determine funding for each grant.

Keep in mind the following information:

- A student who is older than 22 years of age on count day and enrolled in a traditional public or charter school may not be counted for membership.
- A student reported for membership with attendance showing virtual instruction 50% or more of the time must also have a virtual education program association record.
- Students graduating mid-year may not be counted for membership.
- Students with an F-1 Visa status attending a public secondary school must pay the full, unsubsidized per capita cost of education.
- A student who is older than 22 years of age enrolled in an adult charter school referenced in I.C. 20-24-7-13.5 will still be eligible for funding.

Please refer to the [Data Exchange EdOrg Associations \(ME/MV/MA\)](#), [DOE-ME](#), and [DOE-MA](#) reporting documents for additional details concerning Membership for Enrollment and Membership for Adult Learners.

If you have questions, please email us at schoolfinance@doe.in.gov.